



news and information
for employees of the
City of Saint Paul

August 9, 2002

In this issue

HR and IS team awarded
for online job database

City/County blood drive
is September 10th

What's your Body Mass
Index? Find out now

Mayor

Randy Kelly

Councilmembers

*Dan Bostrom,
President*

Jay Benanar

Jerry Blakey

Christopher Coleman

Patrick Harris

Kathy Lantry

Jim Reiter

City Update

170 City Hall
Saint Paul, MN 55102
editor 651-266-8700
fax 651-266-8689
city.update@ci.stpaul.mn.us
www.ci.stpaul.mn.us/cityupdate

City Update is published bi-weekly
by the Citizen Service Office.
Submission deadline is noon,
Tuesday, one week before payday.

City Update

www.ci.stpaul.mn.us/cityupdate

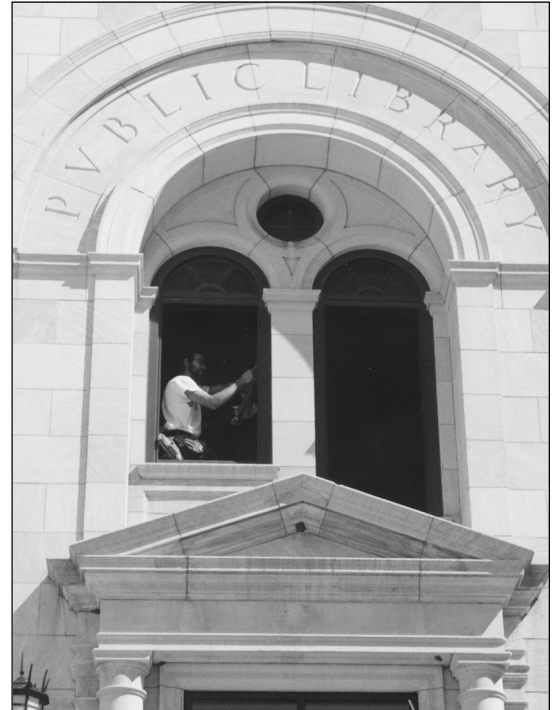
Skyway Branch Library to close Aug. 30th

The Saint Paul Public Library announced that the Skyway Branch Library will begin closing down on Friday, August 30th.

The branch had been scheduled to close two years ago, but was kept open to provide library service to the Downtown community while the Central Library was closed for renovation. The Central Library will reopen on Saturday, October 5th.

To allow Downtown customers time to pick up their on-hold items, the Skyway Branch will be staffed from 11:30 a.m. to 1:30 p.m., Monday through Friday, from September 3rd through October 7th. Customers will not be able to browse the collection or use the computers during that time. The Library plans to keep the bookdrop open until October 7th for those customers who need to return items.

"Closing a library is always a painful course to take, but we're also excited to be in the midst of prepar-



The Central Library is being readied for its October 5th opening

ing to reopen the Central Library just five blocks away," Library Director Carole Williams said.

Williams said the reasons for Skyway Library's closing had not changed over the last two years.

See SKYWAY LIBRARY on p. 2

1800 attend City employee picnic

The 2002 City employee picnic was held Thursday, August 1st. Although the day got off to a rainy start, the sun was shining brightly by picnic time. Approximately 1800 City employees, families, and friends were in attendance for the evening's activities.

In addition to the free food and drink, children and adults were treated to games and the sounds of the Joe Juliano Band. Various depart-

ments brought vehicles and equipment for display, including rides in the horse-drawn police wagon.

The most popular activity of the evening was, of course, the dunk tank. Several directors, managers, and supervisors braved the waters to raise \$448 for Regions Hospital's Burn Unit Camp for Kids. Even Mayor Kelly 'got his feet wet' for the cause. After drying off, the Mayor also

See EMPLOYEE PICNIC on p. 2

www.ci.stpaul.mn.us

Places to go. Things to do.

ilovesaintpaul.com

HR and IS team awarded for online job database

For over a month the City of Saint Paul's job descriptions have been accessible on the City's internet web site at www.ci.stpaul.mn.us/depts/humres/jobclass.

As reported in the July 12th City Update, employees from the Office of Human Resources and Information Systems employees from the Technology and Management Services Department worked together to place over 600 job descriptions (also called class specifications) online via an Access database.

On July 24th, the six employees primarily involved in the project were presented with a Team Achievement Award for their accomplishment. The six were Trisha Freiburger, Katherine Lor, and John Shockley of Human Resources; and Quan Dang, Dan Nguyen, and Pete Nelson of Information Services.

The team's work has several major benefits.

- City employees, bargaining units, other jurisdictions and organizations conducting surveys, and prospective new employees can now have access to all existing City job descriptions.

- The result is a significant reduction in answering and responding to telephone calls; a reduction in postage, paper, and resources dedicated to copying and mailing out requested information, as well as lower costs

to maintain the non-paper data base; and shorter turnaround time to respond to requests.

- The City is also increasingly perceived in the larger community as utilizing technology to work smarter in order to maintain existing services without property tax increases.



The Class Specifications team with the mayor (from left): Quan Dang, Katherine Lor, Dan Nguyen, Pete Nelson, Trisha Freiburger, Mayor Kelly, and John Shockley.

SKYWAY LIBRARY from p. 1

With the reopening of Central Library and faced with a limited budget, it was no longer feasible to continue paying for rental space five blocks away from the city's largest library.

The Central Library will be even more accessible to Skyway customers due to the climate-controlled access provided by the RiverCentre connection, which leads from RiverCentre to the skyway system.

Williams thanked the staff and volunteers at Skyway Branch Library for their efforts in serving a community, which has been missing the largest library in the City system for almost two years. The Skyway Branch had been able to greatly expand its service during that time using materials, staffing and other resources borrowed from the Central Library while it was closed.

For the most recent news on the Central Library restoration project, see www.stpaul.lib.mn.us

Blood Drives are set for September 10th and 4th

The next joint City/County blood drive will be held Tuesday, September 10th, from 8:30 a.m. to 2:15 p.m. in rooms 40-42 Courthouse basement.

This time the drive is not during the Labor Day holiday week, so we have a better chance for a really good turn-out. The City's goal is 120 units.

People who take the time to give blood make a vital contribution to the community. Patients in more than 100 Upper Midwest hospitals and in other hospitals across the country rely on North Central Blood Services to meet

their needs. That's why no matter how many units are collected here, the unit that's most important is the one YOU donate!

If you'd like to make an appointment to donate blood, call Linda Crosby at 651-266-6530 or e-mail her at linda.crosby@ci.stpaul.mn.us. Please include your preferred time, your phone number, and department address.



If the Downtown location is not convenient for you, the Public Works equipment garage at 891 N. Dale Street will be holding a blood drive on Wednesday, September 4th, in the upstairs training room from 10:00 a.m. to 2:30 p.m. To make an appointment there, call Jean Anderson at 651-488-8348, or send e-mail to jean.anderson@ci.stpaul.mn.us.

EMPLOYEE PICNIC from p. 1

participated in the raffle drawing and prize awards.

The Employee Relations Committee would like to thank all those who volunteered their time to make this year's picnic a success. The committee looks forward to next year's picnic.

What's your BMI?

The Body Mass Index (BMI) uses your height and weight to assess the impact of your weight on your health. Your risk for many illnesses, including diabetes, heart disease, stroke, arthritis, breathing problems, and certain types of cancer goes up as your BMI goes up. Having a BMI number that is too low is also unhealthy.

Use the following formula to calculate your BMI:

(Weight in pounds/height in inches/height in inches) x 703 = your BMI.



For instance, your City Update editor weighs 200 pounds and is 5'11", or 71 inches tall. So 200 divided by 71, then divided by 71 again, and then multiplied by 703 yields a Body Mass Index of 27.89.

If your BMI number is 18.5 to 24.9, you are in a healthy weight range. It is still important to be active and balance your eating habits to stay fit.



If your BMI number is 25 to 29.9, you are considered overweight, and your weight is in a range where your risk of developing health problems begins to increase. You may want to make some changes in your eating and activity habits. Eating healthy foods and increasing your physical activity can make a big difference now.



If your BMI number is 30 or higher, you are considered obese, and your weight increases your chances of developing certain health problems. To improve your health, start by talking with your health care provider about your weight and treatment options. You can learn how to set weight management goals, eat healthy foods, and increase your physical activity by joining a weight management program.



If your BMI is 25 or above, the following factors may further increase your risk of developing health problems:

✓ Carrying most of your excess weight in your midsection rather than in your hips and thighs.

✓ Existing health conditions, such as diabetes, high blood pressure, high cholesterol, or heart disease.

✓ Having family members who have developed health conditions associated with their weight.



✓ If you are a man with a waistline of more than 40 inches, or a woman with a waistline of more than 35 inches, you are at a higher risk of developing diabetes and heart disease.

If you are overweight or obese, losing just 10% of your body weight can improve your health. If you need to lose weight, do so gradually — 1/2 to 2 pounds per week.



Be active — try to keep physically active (at least 30 minutes on most days of the week) to balance the calories you consume.

Eat well — select sensible portion sizes and follow dietary guidelines.

For information on classes for healthy eating, controlling weight, and increasing physical activity, call the HealthPartners Partners for Better Health Phone Line at 952-883-7800. This information was provided to the City Update by HealthPartners at www.healthpartners.com.



Your paycheck goes to the Credit Union... so you don't have to!

No standing in teller lines. No wasting your lunch hour depositing your check. When you sign up to have your paycheck electronically deposited to your City & County Credit Union account, you never have to worry about a check being lost or stolen, and the funds are available on your pay date — even when you're on vacation!

All you need to do is provide your payroll department with the following information:

Credit Union Name:

City & County

Transit and Routing Number:

296075810

Your Name:

Your Account Number in a 10-digit format:

Please call the TeleCenter at 651-225-2700 for your 10-digit account number

Type of Account:

Savings or Checking

That's all there is to it! So why not sign up for Direct Deposit today?

The City & County Credit Union is federally insured by the National Credit Union Administration.



Enjoy miles of traffic-free in-town biking with over 6000 other cyclists. The Saint Paul Classic is Minnesota's largest biking event, and one of the ten largest in the nation.

It's not a race — you bike at your own pace. There is a short route and a long route. See www.spnec.org for complete maps and course descriptions. you can also register online at www.spnec.org until August 31st. Adult registration is \$25.

Over 30 miles of the two routes will be closed to cars. This includes

most of the 31-mile Saint Paul Grand Round and about ten miles of the 15-mile Summit Avenue loop. Roads closed to motorized traffic will include Mississippi River Blvd., Shepard and Warner Roads, Mounds Blvd. and Ramsey Hill.

The tour will take place rain or shine.

Ride proceeds will benefit the Neighborhood Energy consortium as it works to create programs that give people energy-related options for more healthy, comfortable, efficient, and safe lives.

Reminder!

Ramsey County is accepting registration for the 2002 City and County Support Staff Conference. Please have your registration in no later than Thursday, August 22nd. Send your registrations to the SSC Committee in care of Human Resources at 430 RCGC-West.

City job openings as of August 9th, 2002

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
Open	ECC Telecommunicator	\$1,417.26 bi-weekly	See Job Ann
08/20/02	Emergency Communications Ctr Fire Dispatcher I	\$1,568.83 bi-weekly	See Job Ann
08/13/02	Human Resources Director	\$79,093.00 yearly	See Job Ann
Open	IS Info/Tech Analyst IV	\$1,821.08 bi-weekly	See Job Ann
08/19/02	Librarian I (prom)	\$1,382.25 bi-weekly	See Job Ann
Open	Library Associate (Part-time)	\$1,211.14 bi-weekly	See Job Ann
08/19/02	Library Director	\$74,900.00 yearly	See Job Ann
08/19/02	Senior Workers Compensation Claims Processor	\$1,254.43 bi-weekly	See Job Ann

** This is a walk-in-examination. Do not submit a job application before the test.

Please Note: Mayor Kelly has announced a hiring freeze for the City of Saint Paul. The testing and application process will be continuing for certain positions, and hiring decisions will be made on a case-by-case basis. The City does anticipate that some exceptions to the freeze will be approved, particularly for certain seasonal/summer positions. You are encouraged to continue your interest in City employment by completing the job application process.

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: 651-266-6500 or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after August 1st, please call our 24-hour job line, 651-266-6502.